



LOTTERY PROCEDURES FOR DEFENSE LOGISTICS AGENCY WOMEN'S LEADERSHIP SYMPOSIUM

The Defense Logistics Agency is sponsoring a Women's Leadership Symposium (WLS) on May 12-14, 2004, at the Fair Oaks Holiday Inn, Fairfax, Virginia. Since there are only 100 slots available for the WLS, selection by each organization's head or designee will be done by a lottery. The WLS is targeted for women, but men are encouraged to participate.

A publicity package will be provided to each McNamara Complex DLA activity, J-Code, and Director's staff office for placement in a central location in each organization **no later than (NLT) close of business (COB) Monday, March 8, 2004**. The publicity package includes a cover letter, a poster, flyers, and lottery procedures, number of slots given to each organization, a ballot box, and ballots.

Location of the ballot box and ballots should be provided to one of the POC's listed below **NLT COB Wednesday, March 10, 2004**.

General publicity will be initiated including the location of each organization's ballot box and ballots **NLT, Thursday, March 11, 2004**.

All ballots by interested employees must be submitted **by COB Thursday, April 8, 2004**.

Each organization's head or designee will draw the names of their organization's participants from their respective ballot box **NLT COB Friday, April 9, 2004**. In addition to drawing their allocated number of participants, each organization's head or designee will draw **three names as alternates** in case a selected participant is unable to attend.

The ballot boxes, including ballots of employees not selected, ballots of the selected participants, and the ballots of the three alternate employees will be collected by a WLS committee member **NLT COB Monday, April 12, 2004**. Interested employees who submitted a ballot but were not selected will be placed in a general pool. Slots not used by individual organizations will be used to select participants from this pool.

All participants will be notified by letter **NLT Monday, April 13, 2004** that they were selected to attend the WLS.

The duty station of all WLS participants May 12 – 14, 2004 will be the Fair Oaks Holiday Inn, Fairfax, Virginia.

For more information or questions, please contact any of the WLS Steering Committee (WLSSC) members listed below.

Ms. Antoinette Weber	767-1280	DSS-IF	Ms. Terri Ryder	767-3420	J-3
Ms. Jannet Gray	767-2399	DESC-C	Ms. Helen Robinson	767-6263	J-3
Ms. Laverne Johnson	767-6491	DNSC-R	Ms. Brava Bartholomew	767-1612	J-4
Ms. Joan Williams	767-5274	D	Ms. Denise Young	767-1622	J-4